



Sustainability Audit Checklist

Use this checklist to record observations about the sustainability of your workplace. You may choose to audit just your own cubicle, your entire department/floor, your home workspace, or even your work vehicle. There is no need to address each item on the checklist. If you cannot find information for an item, just skip it. **Please return the completed audit to jennifer.westerholm@nashville.gov or via intraoffice mail (Howard Office Building, 2nd Floor, CORE) by Dec 31.**

Your name: _____

Email/ phone: _____

Metro department: _____

Location of audit: _____

Date of audit: _____

Waste

Y N N/A

- | | | | |
|---|---|---|---|
| — | — | — | Are printer ink and toner cartridges recycled when empty? |
| — | — | — | Are printers set to automatically print double-sided? |
| — | — | — | Are unwanted office supplies, equipment, and furniture collected by eBid for reuse? |
| — | — | — | Is recycling available and utilized? |
| — | — | — | Is recycling contaminated? Learn what can (and cannot) be recycled in Nashville. |
| — | — | — | Do you create digital copies or use email to avoid paper use? |
| — | — | — | Do you use printer paper with recycled content? If yes, what % recycled? _____ |
| — | — | — | Other observations about waste at your workplace: |

Water

Y N N/A

- | | | | |
|---|---|---|---|
| — | — | — | Do you utilize water fillers and reusable bottles instead of bottled water? |
| — | — | — | Are toilets “low flow” (≤ 1.6 gallons per flush (gpf))? (Look near the seat hinge – how many gpf does your toilet use? _____) |
| — | — | — | Do faucets and other water systems turn off completely (no leaks or drips)? |
| — | — | — | Other observations about water use at your workplace: |

Food

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your workspace limit and/or redistribute surplus food from meetings/events? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you use reusable containers (for food and beverages) instead of single use ones? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If using single-use containers, do you compost or recycle them? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If composting is available, is it contaminated with inorganic materials? Learn what and what not to compost . |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other observations about food waste and food use at your workplace: |
-

Energy

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your workspace use energy efficient office equipment (e.g., Energy-Star)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you hibernate or shut down computers overnight? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you use sleep mode when leaving the computer for short periods (e.g. 20-60min)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are lights energy efficient (either LED or fluorescent)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are windows and doors closed when air conditioning or heat is on? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is your home's temperature set for optimal energy efficiency (~78°F summer & ~68°F winter while occupied)? (U.S. DOE) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other observations about energy use at your workplace: |
-

Transportation

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you carpool, use public transportation, or walk/bike to your workspace? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you reduce travel and attend events/meetings remotely or work from home? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there infrastructure for the promotion of sustainable travel at your workplace (bike racks, charging for electric vehicles, near bus stop, sidewalks, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other observations about transportation at your workplace: |
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Please note any additional questions, comments, or observations:

Thank you for your commitment to a more sustainable Metro! **Please return the completed audit to jennifer.westerholm@nashville.gov OR via intraoffice mail (Howard Office Building, 2nd Floor, CORE) by Dec 31.**